

**FRANKLIN COUNTY  
HUMAN RESOURCES DEPARTMENT  
373 South High Street, 25<sup>th</sup> Floor  
Columbus, Ohio 43215**

**JOB ANNOUNCEMENT**

**POSITION:** Sr. Budget Analyst **PCN:** 060433  
(Non-Bargaining)

**SUPERVISOR:** Margaret Snow, Director, Human Resources Department

**RESPONSIBILITIES:** Develop, coordinate, and provide data collection and analysis of health benefit cost and utilization trends using sophisticated software and analytical approaches, resulting in regular comprehensive reports for monitoring program and operational performance of health-related benefit programs. Identify need and prepare recommendations to HR & Benefits executive staff to develop, modify, terminate, or automate data collection and analysis processes to meet the needs of the health-related benefit plans and their participants. Monitor the HR/Benefits' department's activities in accounts, payroll, budgets, and travel expenses. Design special accounting and information systems and procedures, as needed.

Prepare and provide direction in benefit rate setting, budgeting, cash management, cost accounting, financial analysis, state and federal audits, and purchasing. Provide direction and guidance with respect to budgetary and program policy & procedures.

Prepare complex statistical documents and reports using computers, financial packages, excel and other database software. Key contributor in the preparation of both annual and ongoing budget proposals. Review reports and documents assigned to other staff. Work closely with HR & Benefits executive staff to define effective measurements, benchmarks, and results of each health benefit program.

Develop and administer a uniform budget policy and program to accommodate multiple funding sources and budgets from various appropriations and public entities.

**QUALIFICATIONS:** Preferred candidates will have a minimum of 5 – 7 years of experience engaged in similar professional position(s). Minimum qualifications: completion of undergraduate major program core coursework in accounting (or 3 yrs. exp. in accounting and auditing) plus 6 mos. fiscal management exp. and 3 mos. supervision/management exp.; or equivalent.

**SALARY RANGE:** \$28.31 / hour - \$36.80 / hour, plus a comprehensive benefits package.  
This Classified Position includes a 120 day probationary period.

**DEADLINE FOR APPLYING:** Until position filled

To apply: Send resume with cover letter specifying this position to the Franklin County Human Resources Department, 373 South High Street, 25<sup>th</sup> Floor, Columbus, Ohio 43215.

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